

CITY OF SEATTLE

RESIDENTIAL SOLID WASTE SERVICES

REQUEST FOR PROPOSALS

 **SEATTLE PUBLIC UTILITIES**

October 30, 1998

SEATTLE RESIDENTIAL SOLID WASTE SERVICES

Summary Of Request For Proposals

Service Description

The City of Seattle (the City) is requesting Proposals for the collection of residential garbage and the collection and processing of residential recyclables, yard waste, and food waste. Qualifying Proposals must include collection services for all four waste streams. Processing Proposals are optional and may not be submitted without a collection Proposal. The City may or may not implement the food waste collection and processing component.

This Request for Proposals (RFP) designates three geographic residential areas. Proposers are required to submit proposals for collection of all waste streams from all areas, but no contractor will be awarded a contract for collection in more than two areas. The City may choose to award contracts that include processing in all three areas.

Schedule

All Proposers must submit a Letter of Intent by November 24, 1998. The format for the Letter of Intent is available on the RFP website or by contacting the Project Manager. Proposals are due by **2:00 p.m., January 29, 1999**. The City plans to select contractors by June 1999 and sign contracts by August 1999. Contracted services will begin April 1, 2000 and extend through March 31, 2007. The City will retain an option to extend the contracts for two additional one year terms to March 31, 2008 and to March 31, 2009.

City Contact

All inquiries about this RFP must be made in written form (including mail, email or fax) to the Project Manager:

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RFP website - <http://www.ci.seattle.wa.us/util/planning/swcontracts/>

Unless authorized by the Project Manager, no other City official or employee is empowered to speak for the City with respect to this RFP. Proposers who contact other City officials or employees in regard to this RFP may be disqualified.

The City reserves the right to reject any and all Proposals and to decline to award a contract for these services. The City will bear no responsibility for costs incurred in preparation of responses to this RFP.

Contents

SUMMARY OF REQUEST FOR PROPOSALS.....	i
CHAPTER I - OVERVIEW	I-1
A. PRIORITIES.....	I-1
B. RFP AND PROPOSAL APPROACH	I-2
C. BASE PROPOSALS	I-2
D. ALTERNATIVE PROPOSALS	I-3
E. BACKGROUND ON SEATTLE’S CUSTOMERS	I-3
CHAPTER II - BASE SERVICES	II-1
A. COLLECTION AREAS.....	II-1
B. PROCESSING AREAS.....	II-2
C. COLLECTION SERVICES AND CUSTOMERS	II-2
D. GENERAL COLLECTION REQUIREMENTS	II-3
E. GARBAGE COLLECTION	II-4
F. YARD WASTE COLLECTION.....	II-4
G. RECYCLING COLLECTION	II-5
H. FOOD WASTE AND SOILED PAPER COLLECTION	II-6
I. DISPOSAL AND PROCESSING.....	II-6
J. ADDITIONAL CONTRACT SPECIFICATIONS.....	II-7
K. CONTRACTOR PAYMENTS.....	II-7
L. ADDITIONAL PROVISIONS	II-8
M. AMENDMENTS OR SUPPLEMENTS.....	II-8
CHAPTER III - ALTERNATIVE PROPOSALS.....	III-1
CHAPTER IV - SELECTION PROCESS	IV-1
A. PROPOSED SCHEDULE.....	IV-1
B. RFP DISTRIBUTION AND INFORMATION	IV-2
C. INITIAL PROPOSAL REVIEW.....	IV-2
D. CONTRACTOR EVALUATION COMMITTEE	IV-2
E. SOLID WASTE PRIORITIES AND PROPOSAL SELECTION.....	IV-2
F. EVALUATION CRITERIA.....	IV-3
G. INTERVIEWS AND PRESENTATIONS	IV-5
H. CITY INVESTIGATION AND INSPECTIONS.....	IV-5
I. FINAL AND BEST OFFER.....	IV-5
J. EVALUATION COMMITTEE'S RECOMMENDATION	IV-5
K. PUBLIC DOCUMENTS AND DISCLOSURE	IV-5
L. RESERVATIONS AND LIMITATIONS.....	IV-6

CHAPTER V - PROPOSAL INSTRUCTIONS.....	V-1
A. INITIAL COMMUNICATIONS.....	V-1
B. SUBMITTING PROPOSALS	V-2
CHAPTER VI - PROPOSAL QUESTIONS.....	VI-1
A. BACKGROUND AND PAST PERFORMANCE	VI-1
B. OPERATIONS.....	VI-3
C. CUSTOMER IMPLEMENTATION, OUTREACH AND RELATIONS	VI-10
D. PRICE PROPOSALS	VI-13
CHAPTER VII - PROPOSAL FORMS	VII-1
A. CERTIFICATION FORMS.....	VII-2
B. BACKGROUND FORMS.....	VII-7
C. OPERATIONS FORMS	VII-13
D. PRICE FORMS.....	VII-25
 APPENDIX A - SOLID WASTE COLLECTION [AND PROCESSING] CONTRACT	
 APPENDIX B - DEMOGRAPHICS OF COLLECTION AREAS	
 APPENDIX C - CURRENT CONTRACTS AND SERVICES	
 APPENDIX D - PREVAILING WAGES	
 APPENDIX E - SAMPLE PAYMENT ADJUSTMENTS	
 APPENDIX F - SEATTLE MUNICIPAL CODE EXERPTS	

*ADDITIONAL INFORMATION AVAILALBE AT THE RFP WEBSITE:
<http://www.ci.seattle.wa.us/util/planning/swcontracts/>*

Chapter I - Overview

A. Priorities

This RFP and the ensuing contractor selection process have been designed to produce new solid waste contracts (beginning in April 2000) that build on the successes and challenges from the current collection and processing contracts.

Successes

The City presently has nine separate residential solid waste contracts that all expire in March 2000. Contracted services include garbage can collection, garbage detachable container collection, yard waste collection and processing, curb/alley recycling collection and processing, and centralized apartment recycling and processing. These services are described in **Chapter II - Base Services**.

These contracted services have been successful in providing:

- high customer satisfaction;
- low complaint rates (less than 1 complaint per 1,000 collections);
- high participation in curb/alley recycling; and
- high diversion through yard waste collection and curb/alley recycling (60%).

Challenges

Significant challenges remain under the current contracted collection system, including:

- Inconsistent collection frequencies, levels of service, and customer requirements across service areas;
- Low participation and diversion in centralized apartment recycling;
- High recycling contamination rates in centralized apartment recycling; and
- Inadequate opportunity for service evolution and innovation.

RFP Principles

In order to maintain the service strengths while working to resolve remaining deficiencies, the City developed the following principles to create this RFP and to guide the contractor selection process. The City seeks:

1. Minimum cost
2. High quality of service
3. Equitable levels of service for all customers (including more uniform collection frequencies and materials accepted and an increase in apartment recycling participation)
4. New services desired by customers
5. Minimum customer confusion and service disruption during implementation
6. Competitive Proposer environment now and in the future
7. Opportunities for service evolution (such as food waste processing, inclusion of commercial solid waste services, reallocation of solid waste transfer)
8. Services based on container type instead of dwelling or customer type

9. Opportunities for contractor innovation
10. Reduced environmental impacts (such as, number of trucks and facility odors)
11. Optimal risk allocation

Solid Waste Policies

The RFP and service contracts are also guided by new Seattle Solid Waste Plan: *On the Path to Sustainability*. The new Plan was adopted by the City Council in August 1998 and provides solid waste policies and goals to guide future solid waste services and programs. The Solid Waste Plan is available from the City and can be accessed through the solid waste planning website at <http://www.ci.seattle.wa.us/util/planning>.

B. RFP and Proposal Approach

This RFP is based on a two-prong approach, inviting both *comparable* and *innovative* Proposals to fulfill the City's RFP Principles:

1. **Base Proposal** - All Proposers must submit a Base Proposal that covers a prescribed Base Service as described below in **Section C** and in greater detail in **Chapter II - Base Services** and **Appendix A - Solid Waste Collection [and Processing] Contract**. This Base Service was developed by the City as a "rational" system that would meet the RFP principles, including efficiency, cost, and customer service.
2. **Alternative Proposals** - The City also welcomes Alternative Proposals with variations from the Base Services that would provide lower system costs, increased efficiency, reduced impacts, better customer service and/or other benefits to the City and residents.

Under this design, Proposals will have both required and optional components:

- All Proposers *must* submit a Base Proposal covering **the collection** of *all waste streams* in the manner described below under Base Services.
- Proposers have the *option* of submitting **processing** proposals along with collection proposals for yard waste, recyclables and/or food waste.
- Proposers have the *option* of submitting **Alternative** Proposals. The City welcomes alternatives to the Base Services, from minor revisions in collection service to major transfer system changes.

C. Base Proposals

Chapter II - Base Services describes a universal Base Service to which all Proposers must respond, including:

- **Contract Collection Areas** - Proposers are required to submit Proposals for service in all five combinations of the three collection areas for North Seattle, Central Seattle, and South Seattle:
 - ◊ North Seattle alone,

- ◇ Central Seattle alone,
- ◇ South Seattle alone,
- ◇ North and Central Seattle combined, and
- ◇ South and Central Seattle combined.

No contractor will be awarded collection for more than two of three collection areas.

- **Same Day Collection** - Contractors will collect all materials within each collection route on the same day each week with an alternating collection schedule - garbage collection and recyclables collection one week, and garbage collection and yard waste collection the next week.
- **Commingled Recycling Collection** - Paper, plastic, tin, and aluminum will be collected from a commingled container with glass collected from a separate container.
- **Food Waste and Soiled Paper Collection** - Within the first four years of the contract, the City, at its sole discretion, may direct the Contractors to provide services for the weekly collection and/or processing and marketing of food waste and soiled paper from customers receiving garbage can service.
- **Recycling, Yard Waste, and Food Waste Processing and Marketing**- In the Base Proposal, the City also welcomes *optional* proposals for processing of recycling, yard waste, and/or food waste. Proposers may submit integrated prices for processing *with* collection or separate processing-only prices, but all Proposals must include collection services. One contractor could process all of the recyclables, yard waste, and/or food waste from potentially all collection areas.

A full description of these Base Services is contained in **Chapter II - Base Services** and in **Appendix A - Solid Waste Collection [and Processing] Contract**.

D. Alternative Proposals

Chapter III - Alternative Proposals describes the framework for developing and proposing alternatives to the Base Services including changes to the contract specifications, the proposed system operations, the methods of payment or other conditions. Alternatives should be based on superior benefits to the City and residents over the described Base Services.

E. Background on Seattle's Customers

The City of Seattle has a population of approximately 520,000 and covers 83 square miles. Garbage collection services are provided to approximately 147,300 accounts (structures), with 141,900 receiving can service and 5,400 receiving detachable container service. Over

90% of the garbage can accounts subscribe to only one 32-gallon or smaller container (with 30% on 12 or 20 gallon service). The residential sector produced 148,000 tons of garbage in 1997.

Presently, nearly 140,000 accounts with 1 - 4 living units are enrolled in the City's curb/alley recycling program. In 1997, the curb/alley contractors collected 58,300 tons of recyclable materials. In addition, the centralized apartment recycling program produced 9,200 tons of recyclables in 1997 from 2,600 structures. The yard waste program is an optional, fee-based service with 85,300 subscribing accounts. The yard waste contractors collected 43,100 tons in 1997.

Separate food waste collection is not currently provided to residential customers. Waste composition studies indicate that 30,000 tons per year of food waste and soiled paper are in the residential garbage collected from can customers. A pilot program by the City indicated that about half of that waste could be collected in a voluntary food waste program.

Additional information on the City's customers, waste streams, new collection areas are provided in **Appendix B - Demographics Of Collection Areas**. Additional citywide solid waste data is available on the solid waste planning website at <http://www.ci.seattle.wa.us/util/planning/swp/>.

Chapter II - Base Services

This Chapter describes specific *Base Service* conditions for collecting garbage, recycling, yard waste, and food waste. These conditions represent a uniform service to which all Proposers *must respond* in their Base Proposal. In addition, the Base Proposals may include - at Proposers option - prices for collection *with* processing of recycling, yard waste, and/or food waste. The RFP also welcomes additional Proposals that lay out alternatives to the Base Service conditions (see **Chapter III - Alternative Proposals**).

The Base Services are described below. **Appendix A - Solid Waste Collection [and Processing] Contract** contains definitions for all terms and the details of service provision.

A. Collection Areas

The City is divided into three collection areas for response purposes. Each collection area is bounded by Puget Sound on the West and Lake Washington on the East, including:

- Collection Area 1 from the Ship Canal to the north city limits;
- Collection Area 2 from the Ship Canal to Royal Brougham Way/I-90; and
- Collection Area 3 from Royal Brougham Way/I-90 to the south City limits.

Maps and details for each collection area are provided in **Appendix B - Demographics of Collection Areas**.

For purposes of this RFP the collection areas have been grouped into five combinations. Proposers **must** submit Proposals for all five combinations. The five combinations are as follows:

1. Collection area 1;
2. Collection area 2;
3. Collection area 3;
4. Collection areas 1 plus 2; and
5. Collection areas 2 plus 3.

The City, at its sole discretion, will award contracts in a combination that provides the best service to the City and its customers. No Proposer will be awarded a collection contract for all three collection areas. Two combinations of contracts are possible:

- three contractors will each be awarded one-collection area (one contractor per collection area) or
- two contractors will provide collection services to the three collection areas - one contractor will provide services to two Collection Areas, and the other contractor will provide services to the remaining one Collection Area.

B. Processing Areas

Along with the collection Proposals, Proposers may submit Proposals for processing the recyclables, yard waste, and/or food waste collected in each collection area. In addition, optional Proposals can be submitted for processing waste streams from outside the proposed collection area. A contractor could be awarded the processing of all of the recyclables, yard waste, and/or food waste from potentially all three collection areas.

C. Collection Services and Customers

Collection Proposals will cover *all* collection services in each collection area. The City designates six types of collection services:

- **Garbage Can** service can be requested by any account, regardless of structure type or size. Most of the can accounts have four or less living units (with each unit receiving an individual can). There are 142,000 can accounts with 93% served by one 32-gallon can or less.
- **Garbage Detachable Container** service can be requested by any account, regardless of structure type or size. Most detachable container accounts have five or more living units (with one detachable container for the account). There are 5,400 detachable container accounts with 60% served by a two-cubic yard container or smaller collected once per week.

Note: The City has the option of switching all residential *detachable container* accounts to commercial collection firms. (This RFP requires two price Proposals for residential garbage collection: (1) a Proposal for all residential collection (cans and detachable containers) and (2) a Proposal for collection of only residential can customers).

- **Curb/Alley Recycling** service has historically served accounts with four or less living units. The new contractors will provide curb/alley recycling containers to *all can premises*, except accounts currently receiving centralized apartment recycling. In addition, contractors are encouraged to identify residential structures currently with centralized apartment recycling that would be better served by curb/alley service. At the City's option, the contractor will provide curb/alley service to interested small businesses (that generate less than 90 gallons of garbage per week).
- **Centralized Apartment Recycling** service has historically served accounts with five or more premises. The program serves 2,600 accounts or about half of the garbage detachable container accounts. The City has established a goal of signing-up 80% of multifamily buildings by the year 2000 and has proposed mandatory sign-up if the goal is not met. Contractors will be expected to work with the City to increase multifamily sign-ups. The new contractors are also encouraged to identify any curb/alley accounts that would be better served by centralized apartment recycling.

- **Yard Waste** service can be requested (for a fee) by any account regardless of structure or account type. Currently, 85,300 accounts pay for the service.
- **Food Waste** service, if implemented, will be available to any accounts with garbage can service.

Summary data on the customers and tonnages for each collection service and in each collection area are provided in **Appendix B - Demographics of Collection Areas**, including the number of customers, subscriptions and collection tonnages. Detailed information on all residential customers will also be provided in computer disk format to each Proposer submitting a Letter of Intent. Information will include service address; level of can service; present collection day; customers paying for yard waste collection service; the number and size of detachable containers and the frequency of collection service; and the number, size, and location of centralized apartment recycling containers and the frequency of service.

The City also has information on garbage, yard waste and recyclable contract tonnages, including recycling contamination rates, the percentages of the various materials collected as recyclables and market rates for recyclable materials for the past five year period. This information is provided on the solid waste planning website at <http://www.ci.seattle.wa.us/util/planning/swp/>.

D. General Collection Requirements

The following general conditions apply to collection services under the Base Proposal:

1. **All Waste Streams** - Contractors will be responsible for collection of all residential garbage, yard waste, recyclables, and - at the option of the City - food waste within the collection area.
2. **Same Day Collection** - Contractors will collect all materials within each collection route on the same day each week with an alternating collection schedule - garbage collection and recyclables collection one week, and garbage collection and yard waste collection the next week. Contractors are encouraged to continue the current day of the week for garbage collection wherever possible.

Food waste, if implemented, would also be collected weekly on the same day. Base Proposals may also include weekly yard waste collection on the same day if it is to be collected with food waste.

3. **Container Location** - Contractors will collect garbage cans and curb/alley recycling primarily from curb or alley locations. A small percentage of residents (1%) have chosen the option of subscribing to backyard garbage collection. In addition, backyard garbage, yard waste and recycling collection will continue to be provided to residents who are physically unable to place materials at the curb or alley (currently 1%). These backyard collection services will continue to be available under the new contract.

4. **Manner of Collection** - Contractors will provide all services according the specifications described in **Appendix A - Solid Waste Collection [and Processing] Contract**.
5. **Bulky Items and White Goods** - Contractors will provide separate collection of bulky items and white goods, and will be compensated on a price per item basis for this service.

E. Garbage Collection

The following conditions apply to garbage collection under the Base Proposal:

1. **Weekly Collection** - Contractors will provide weekly collection of garbage from all can customers and collect from detachable containers as frequently as requested by the customer, but no less than once a week. Seventy percent of the accounts with detachable containers receive only weekly collection
2. **City Transfer Location-** Contractors will be required to tip garbage collected at one of the City's Recycling and Disposal stations at no cost.
3. **Containers** - Contractors will provide initial and replacement cans and detachable containers for garbage collection that mach each customer's subscribed service level. New contractors are encouraged to continue using current containers and should work with current contractors to limit customer confusion regarding containers during initial implementation. The City will own all containers (cans and detachable containers) at the conclusion of the new contracts. Contractors will provide replacements as requested by the City for containers are damaged, lost or stolen or when the customer requests a change in service level.
4. **Service Level** - Contractors will monitor garbage service levels including excess materials. Garbage can customers pay for a subscribed service level, including micro can (12 gallons), mini can (20 gallons), and 32, 60 and 90 gallon service.
5. **Extra Garbage** - Customers choose a specific size container for garbage collection, and retain the option of setting out additional containers for an additional charge. Contractors will record excess materials, and upload the records to the City's computer system for billing.

F. Yard Waste Collection

The following conditions apply to yard waste collection under the Base Proposal:

1. **Bi-Weekly Collection** - Contractors will provide bi-weekly collection of yard waste March through November and monthly collection December through February. (If food waste is to be collected with yard waste then yard waste may be collected on a weekly basis.)

2. **City Transfer Location** - Contractors will be required to tip yard waste at the City's South Recycling and Disposal Station at no cost. Contractor-collected yard waste *cannot* be tipped at the City's North Recycling and Disposal Station.
3. **Containers** - Residents will supply containers, bags or bundles for yard waste collection, and residents will not be allowed to place yard waste in plastic bags.
4. **Service Level** - Contractors will collect yard waste only from residents paying for this optional service.
5. **Extra Yard Waste** - Customers will subscribe to a specific level of yard waste collection, and will retain the option of setting out additional containers for additional charges. Contractor will record excess materials, and upload the records to the City's computer system for billing.

G. Recycling Collection

The following conditions apply to recycling collection under the Base Proposal:

1. **Bi-Weekly Collection** - In the Base Proposal, Contractors will provide bi-weekly collection of recyclable material from all curb/alley premises. More or less frequent centralized apartment collection may be required from the participating apartment structures.
2. **Transfer Location** - If the Proposer is not submitting a processing Proposal, it should assume that it will deliver collected material to a facility located within the City of Seattle.
3. **Curb/alley Containers** - Contractors will provide 60 or 90-gallon wheeled containers (carts) and an insert container for glass to all premises (living units) that receive garbage can service, except accounts that currently have centralized apartment recycling service. New contractors are encouraged to continue using current containers in the central and south collection areas and should work with current contractors to limit customer confusion regarding containers during initial implementation. The City will own the containers at the conclusion of the new contracts.
4. **Centralized Apartment Containers** - Initial and replacement containers for centralized apartment recycling service will be supplied by the City and delivered by the Contractor. New contractors will continue using the current containers. The City will supply detachable containers (2-4 cubic yard) for commingled materials (except glass) and three smaller containers (wheeled carts) for sorted glass.
5. **Recyclable Materials** - Contractors will collect recycling from two waste streams:
 - Customers will set-out mixed glass in an insert container.
 - Customers will set-out all other materials in a commingled cart, including mixed waste paper (including corrugated), newspaper, tin and aluminum cans, poly-coated paper, aseptic packaging, and number 1 through 7 plastic containers.Ferrous metal can be collected with either waste stream.

6. **Service Levels** -The Contractors will have the ability to provide the type of recycling collection service that best meets the needs of a structure rather than the present situation in which structures with one to four units receive only curb/alley service and structures with five or more units receive only centralized service.
7. **Small Business Recycling** - At the City's option, Contractors will provide curb/alley collection of recyclable material from small businesses (those businesses that produce the equivalent of up to one 90 gallon container of garbage per week).

H. Food Waste and Soiled Paper Collection

The following conditions apply to food waste collection under the Base Proposal, if implemented by the City:

1. **Weekly Collection** - At the City's option, Contractors will provide services for the weekly collection of separated food waste and soiled paper to all requesting customers. This option will not be extended to customers receiving detachable container service.
2. **Transfer Location**- If the Proposer is not submitting a processing Proposal, it should assume that it will deliver collected material to a facility located within the City of Seattle. Separated food waste *cannot* be tipped at the City's North Recycling and Disposal Station.
3. **Containers** - Contractors will supply and deliver leak-proof containers for food waste and soiled paper collection to all requesting residents.
4. **Implementation Timing** - The City will retain the option of implementing food waste collection - with the proposed prices - until March 31, 2004. The City will notify the Contractors at least six-months before desired implementation.

I. Disposal and Processing

The following conditions apply to disposal and processing under the Base Proposal:

1. **Garbage Disposal** - All residential garbage will be long-hauled by Washington Waste Systems to the Arlington Landfill.
2. **Recycling, Yard Waste, or Food Waste Processing *with* Collection** - In the Base Proposal, Proposers may submit optional operations and pricing for processing *with* collection of recyclables, yard waste, and/or food waste and soiled paper.
3. **Recycling, Yard Waste, or Food Waste Processing-only** - Proposers also have the option of submitting processing-only prices in the Base Proposal for entire city waste stream of recyclables, yard waste and/or food waste, but all Proposals must also cover collection services.

4. **City Discretion** - The City may choose to accept only the collection Proposal for any given Proposer and direct materials to a processing facility of its choice, including facilities owned or contracted by other collection contractors.

J. Additional Contract Specifications

Detailed specifications for contract collection, processing, reporting, compensation, discrimination, liability, and other provisions are listed in **Appendix A - Solid Waste Collection [and Processing] Contract**. All Proposers are responsible for understanding and agreeing to the contract specifications.

K. Contractor Payments

The following specifications describe the methods for establishing contractor payments under the Base Proposal:

1. **Collection Payments** - Payments for garbage, yard waste, recycling and food waste (if implemented) collection will be based on the price negotiated by the parties for the first contract year (April 2000 - March 2001). Monthly payments will be made to the Contractor equal to one-twelfth of the negotiated price.

For later contract years (beginning April 2001), payments will be adjusted to reflect changes in the Seattle-Everett CPI, changes to tonnage collected, and changes to the number of participating structures. Specific adjustment terms are provided in **Appendix A - Solid Waste Collection [and Processing] Contract** and demonstrated in **Appendix F - Sample Payment Adjustments**.

2. **Processing Payments** - In the first contract year (April 2000 to March 2001), processing payments will be made based on the per tonnage processing price accepted by the City. In subsequent years, the tonnage price will be adjusted to reflect changes in the Seattle-Everett CPI.

For the marketing of recyclable materials, the City will accept all risk for changes in market prices. The contract contains base unit prices for all processed materials as defined in **Appendix A - Solid Waste Collection [and Processing] Contract** (using a three-year average from an independent index). On a monthly basis, the City will determine the market price for the collected material from independent indices. The City will pay 100% of any decrease in market price below the base unit price and receive as credit 100% of any increase in market price above the base unit price. The base unit prices will not be adjusted for CPI changes.

The City could appropriate up to \$250,000 to help a Contractor site, retrofit, or operate composting or transfer facility for food waste. The intent of making these funds available is to spur the development of regional food waste processing.

L. Additional Provisions

The following provisions apply to *all* Proposals, including both base and Alternative Proposals.

- 1. Human Rights Provisions** - Contractors comply with the provisions of the Seattle Municipal Code (SMC) including, in particular, SMC Ch. 20.46A (the Women and Minority Business Enterprise (WMBE) Utilization Ordinance), SMC Ch. 20.44 (City Contracts - Prevention of Discrimination), and SMC Ch. 14.04 (Fair Employment Practices), and state law, including, in particular, RCW Ch. 49.60 (Discrimination - Human Rights Commission.)

Historically, the City has had set-aside goals in solid waste collection contracts of 18% for Minority Business Enterprise (MBE) utilization and 9% for Women's Business Enterprise (WBE) utilization. The current contractors have met these goals. We expect Proposers to be creative in their utilization of WMBEs. WMBE utilization is an element of Proposal evaluation.

Only WMBEs certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) and who have done or sought to do business with or within the City of Seattle can be used toward fulfillment of any set-asides for this contract. Proposers shall be solely responsible for assuring that any proposed WMBE is certified by the State. Proposers should be aware that the certification process can take up to four months or more.

The State OMWBE (Tel: 360-752-9697) may be contacted for certification process information and for lists of currently certified WMBEs. OMWBE can also be accessed via the Internet at <http://www.wsdot.wa.gov/OMWBE/>.

- 2. Prevailing Wages** - The Contractor will be required to pay garbage, yard waste and recycling collectors, and recycling processing workers prevailing wages as determined by the Director, based upon wages paid in Seattle. The prevailing wages effective on April 1, 2000, as determined by the Director, are shown in **Appendix D - Prevailing Wages**. This determination is the minimum wage and benefits which must be paid at the beginning of the contract. The prevailing wage will be updated on a yearly basis during the contract to reflect changes.

M. Amendments or Supplements

The City may amend or supplement this RFP. The City will provide information regarding any changes to this RFP to those firms that have submitted a Letter of Intent.

Chapter III - Alternative Proposals

The City welcomes Alternative Proposals for collection and processing which result in a more efficient system, reduce environmental impacts, provide better customer service, and/or result in lower overall system costs.

The City has chosen two-prong approach for this RFP:

1. Requiring that all Proposals cover a prescribed Base Service level (described in **Chapter II - Base Services**) and
2. Requesting Alternative Proposals to the Base Service level that would provide superior benefits to the City and residents (described in this chapter).

Alternatives Proposals can range from minor revisions to collection service to major transfer system changes. The City anticipates at least three general types of Alternative Proposals: alternative collection services, alternative transfer and processing systems, alternative payment methods. Specific examples are provided below for illustrative purposes only and are not intended to be all-inclusive or preferred.

Alternative collection services

The City encourages proposed changes to the Base Services or contract specifications which would lower Proposal costs, increase recycling or increase customer satisfaction, such as:

- Variations in collection frequencies or methods of collection;
- A different mix of recyclables than identified in the Base Service level;
- Vegetative food waste (as opposed to all food waste) collected and processed with yard waste;
- Changing the manner of collection service or collection performance requirements to reduce overall price;
- Different collection boundaries; or
- Providing more services to customers without significantly increasing costs.

Alternative transfer or processing systems

The City encourages proposed changes to transfer, processing or disposal that would lower total system costs, increase overall efficiency or increase diversion, such as:

- Bypassing transfer stations with garbage loaded directly on the train or yard waste delivered directly to a processing facility;
- Transferring some garbage or yard waste loads at private facilities; or
- Cooperative public-private agreements or financing to develop food waste transfer and processing.

Alternative payment methods

The City encourages proposed changes to the method of contractor payment, such as

- the method of base year payment,
- the levels or methods for fines or withholding payments, or
- the method of annual payments adjustment.

Prohibited alternatives

There are a few specific provisions that must be followed for acceptable Alternative Proposals:

1. Yard waste or food waste cannot be tipped at the City's North Recycling and Disposal Facility.
2. Yard waste and recyclables that are separated by the customer can not be collected or mixed with garbage.
3. Collected garbage can not be diverted from the City's contracted landfill.
4. The Human Rights, Prevailing Wage, Insurance and Default/Performance Bond requirements cannot be waived.

For Proposals that would require changes to the City's contract with Washington Waste Systems (WWS) for garbage long haul and disposal (such as garbage loaded directly onto the train from individual collection trucks), the City welcomes proposed amendment language and potential changes in contract cost that would be acceptable to WWS. (The WWS contract is available on the RFP web site at www.ci.seattle.wa.us/util/planning/swcontracts/.)

Evaluation of Alternatives

The City is looking for Alternative Proposals that offer reduced overall system costs, superior system efficiency, improved customer service, and/or reduced environmental impacts. Instructions for submitting Alternative Proposals are provided in **Chapter V - Proposal Instructions**. Proposals will be evaluated specifically under the RFP principles in **Chapter I - Overview** and the Evaluation Criteria in **Chapter IV - Selection Process**. If the City concludes that an Alternative Proposal offers superior benefits, then the City could require all finalists to propose a price for that alternative under Final and Best Offers.

Chapter IV - Selection Process

The City has developed a review process built on specific review phases and flexibility within the phases for selecting final and winning Proposals. The City has established specific criteria to guide the evaluation but does not anticipate using a weighted ranking system. The selection process is expected to take four months after Proposals are submitted. Contract negotiations are projected to be completed in 1-2 months, leaving 8 months for implementation with new services beginning April 2000.

A. Proposed Schedule

The Director of the Seattle Public Utilities has set the following Proposed schedule for receipt and review of Proposals. The schedule may be changed at the City's discretion. Any Proposal may be rejected during any of the phases listed below.

<u>ACTION</u>	<u>PROPOSED DATE</u>
<i>Phase 1 - RFP Distribution and Information</i>	
Advertise and Distribute Request for Proposals	October 30, 1998
Questions for Proposers' Conference due	November 13, 1998
Proposers' Conference	November 20, 1998
Letters of Intent due	November 24, 1998
Last day for Proposers' questions	December 11, 1998
PROPOSALS DUE	2:00pm, January 29, 1999
<i>Phase 2 - Initial Proposal Review</i>	
Clarification requests by the City	February 22, 1999
Clarification responses by Proposers due	March 8, 1999
Presentation questions from City (<i>City's option</i>)	March 15, 1999
Presentations by Proposers (<i>City's Option</i>)	March 23, 1999
<i>Phase 3 - Final and Best Offers</i>	
Notification of finalists	April 5, 1999
Final and Best request by the City	April 5, 1999
Final and Best offers due from finalists	May 3, 1999
Interview finalists	May 18, 1999
<i>Phase 4 - Selection and negotiations</i>	
Notification of selected contractors	June 4, 1999
Contract Execution	July, 1999
Service Begins	April 1, 2000

B. RFP Distribution and Information

- 1. Proposers' Conference and Inquiries** - All Proposers are invited to meet with City representatives to ask questions at a conference to be held on November 20, 1998, from 1:30 p.m. - 5 p.m. at Seattle Center in Conference Room H of the Center House. The City will accept written questions for the conference (by mail or email) on or before November 13, 1998. This will allow the City time to obtain the information requested prior to the conference and, if practical, supply a written response at the conference. When possible, City staff will answer additional questions at the conference.

Seattle Public Utilities staff, including the Project Manager, will attend. Questions posed at the conference will be recorded. The questions and answers will be provided to all Proposers.

- 2. Letters of Intent** - Any person submitting a Letter of Intent to the Project Manager, will receive a copy of this RFP, an electronic disk with customer information, and all notices of changes or modifications to this RFP. (A sample Letter of Intent is available on the RFP website or from the Project Manager.)

C. Initial Proposal Review

All Proposals will be reviewed for clarity and completeness. Proposals must include:

- responses to all questions in Chapter VI and
- all completed forms from Chapter VII.

Proposals determined to be complete and responsive will be forwarded to the Evaluation Committee. The City may request clarifying information and/or may choose to remove Proposals from further consideration without seeking additional information. The City may also require initial presentations. *The City reserves the right to reject any and all Proposals.*

D. Contractor Evaluation Committee

Proposals will be evaluated by a Contractor Evaluation Committee (CEC) composed of individuals with legal, financial, and solid waste management backgrounds appointed by the Director of Seattle Public Utilities. The committee may include outside consultants.

E. Solid Waste Priorities and Proposal Selection

The CEC will evaluate all Proposals based on established solid waste management priorities. These priorities are fundamentally governed by the basic solid waste management values adopted in the new Seattle Solid Waste Plan - *On the Path to Sustainability*:

- Improve cost-effectiveness and system efficiency,
- Protect public and environmental health, and
- Respond to customer needs.

Each Proposal will be evaluated on its responsiveness to improve the quality, efficiency and impacts of all residential solid waste services. Furthermore, the City has identified

specific principles, as listed in **Chapter I Background**, to guide the CEC in selecting Proposals that are responsive and innovative in supporting to the City's values. Specifically, the City desires residential collection and processing services that will provide:

1. Minimum cost
2. High quality of service
3. Equitable levels of service for all customers (including more uniform collection frequencies and materials accepted and an increase in apartment recycling participation)
4. New services desired by customers
5. Minimum customer confusion and service disruption during implementation
6. Competitive Proposer environment now and in the future
7. Opportunities for service evolution (such as food waste processing, inclusion of commercial solid waste services, reallocation of solid waste transfer)
8. Services based on container type instead of dwelling or customer type
9. Opportunities for contractor innovation
10. Reduced environmental impacts (such as, number of trucks and facility odors)
11. Optimal risk allocation

These values and principles help frame the overall priorities for the Proposal evaluation and contract selection process.

F. Evaluation Criteria

The following criteria - and the supporting **Chapter VI - Proposal Questions** - were developed to provide specific guidance to the Contract Evaluation Committee (CEC) in understanding program priorities and selecting Proposals that will best serve the goals and needs of the City.

The evaluation criteria are divided into four categories with relative priorities allocated to each category:

- Proposer's background and past performance (20%)
- Proposed operations (30%)
- Proposed customer implementation, outreach and relations (15%)
- Total system price (35%)

The percentages are provided *only as guidance* to CEC members to clarify the relative priorities of the City. The City does not expect to use a weighted ranking to compare Proposals.

- 1. Proposer's Background and Past Performance (20%)** - The City seeks contractors with secure and reliable financial standing, limited past litigation problems, extensive and successful service delivery, state of art equipment and communications, high customer and client satisfaction and a strong record of environmental compliance.

Specifically, Proposers will be evaluated on:

- Litigation history,
- Financial strength,
- Successful experience in other jurisdictions,
- Database management experience,
- Customer complaint and resolution,
- References from jurisdictions in which the Proposer operates,
- Environmental performance, and
- Clarity and responsiveness of the Proposal.

- 2. Proposed Operations (30%)** - As stated in the solid waste values and principles listed above, the City seeks innovative and responsive Proposals that improve system efficiency, keep costs down, allow improved access to services, meet customer needs, increase recycling diversion, reduce impacts on public and environmental health, and provide long-term service stability.

Specifically, Proposers will be evaluated on how well they meet these goals and needs with the specific proposed systems, including:

- Garbage collection vehicles, procedures, and containers;
- Recycling collection vehicles, procedures and containers;
- Yard waste collection vehicles, procedures;
- Food waste collection vehicles, procedures and containers;
- Relevant transfer operations;
- Relevant yard waste composting facility operations, impacts and permitting;
- Relevant recycle materials processing facility operations, impacts and permitting;
- Relevant food waste composting facility operations, impacts and permitting;
- Utilization of Women and Minority Business Enterprises and small businesses;
- and
- Employment practices.

- 3. Proposed Customer Implementation, Outreach and Relations (15%)** - The City seeks Proposals that would proactively address customer needs, minimize customer confusion and complaints, and increase recycling and yard waste diversion.

Specifically, Proposers will be evaluated on:

- Workability of proposed implementation plan,
- Plan for providing public information to residents,
- Experience with other implementations,
- Samples of public information provided to residents,
- Flexibility to change plan as needs arise,
- Strategies for increasing diversion through recycling and yard programs, and
- Proposed performance standards and monitoring for customer relations and quality of service.

- 4. Total System Price (35%)** - The City seeks Proposals that will provide the lowest overall system costs, including the collection, transferring, and processing of all waste streams. These costs include payments to all contractors and the city's own operational and capital expenses. Specifically, Proposals will be evaluated on:
- Proposed service prices,
 - Total system costs, and
 - Viability of financial projections.

G. Interviews and Presentations

The City has the option of requesting presentations by Proposers during Phase 2 - *Initial Proposal Review*. In addition, finalists will be interviewed during Phase 3 - *Final and Best Offers*. Interviews will be in closed meetings. The Evaluation Committee will submit to the finalists a list of questions and issues to be addressed in the interview at least one week prior to the interview.

H. City Investigation and Inspections

The City reserves the right to make independent investigations as to the qualification of the Proposer. Such investigation may include site visits to existing operations.

I. Final and Best Offer

After selecting finalists, the City may request Final and Best Offers in response to revised service and system options. The Final and Best request is at the City's option.

J. Evaluation Committee's Recommendation

Upon completion of its evaluation, the Evaluation Committee will make its recommendation to the Director of the Seattle Public Utilities. The recommendation may include negotiating with those Proposers which demonstrated the best match with the evaluation criteria or to reject all Proposals.

K. Public Documents and Disclosure

While the City has no plans to publish Proposals and other information provided by any Proposer, pursuant to RCW Ch. 42.17, the City may be required to publicly disclose to third parties any Proposals and materials submitted by Proposers. In order to preserve the integrity of the procurement process, it is the City's intent to release no information prior to the conclusion of the procurement process unless ordered to do so by law.

RCW Ch. 42.17 provides limited exemptions from this general disclosure requirement. If a Proposer believes that portions of its Proposal are exempt from disclosure to third parties, the Proposer must clearly label the specific portions sought to be kept confidential and specify the exemption that the Proposer is relying upon. Marking all or substantially all of a Proposal as confidential may result in the Proposal being considered non-responsive by the City.

The City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

L. Reservations and Limitations

- 1. Authority to Accept or Reject Proposals** - The City reserves the following rights: to reject all Proposals; to discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Proposer; to contract with those finalists, who in combination produce the most advantageous result; to accept and negotiate Proposals to collect garbage, yard waste, recyclables and/or food waste, or to accept and negotiate Proposals to collect garbage and collect, process and market yard waste, recyclables and food waste, or a combination of collection and/or processing that is best for the City.
- 2. Proposer's Self Reliance** - Proposers are expected to be knowledgeable about the structures to be served, to understand the City's terrain, streets and alleys, and locations for detachable and other containers used for garbage, yard waste, recycling, and food waste collection. Proposers are expected to determine the appropriate equipment to provide the required services. They are responsible for coordinating with the State of Washington and the City's Executive Services Department to make sure that women's and minority business enterprises are fully qualified.
- 3. Proposer's Responsibility for Costs** - The City will not reimburse any Proposer for any costs involved in the preparation and submission of Proposals, in making an oral presentation, or in contract negotiations.
- 4. Submission of Proposal** - Proposals must be valid for one year after submission. Proposers may be requested to extend their Proposals for an additional period of time.

Chapter V - Proposal Instructions

Proposers should carefully follow the instructions in this chapter for communicating and submitting Proposals. To be responsive, Proposals should be completed, organized and submitted as described in this Chapter.

A. Initial Communications

All communications regarding this RFP must be made in written form (including mail, email or fax) to the Project Manager:

The City of Seattle, Seattle Public Utilities
Attention: Ed Steyh, Project Manager
Room 505 Dexter Horton Building
710 2nd Avenue
Seattle, Washington 98104-1719

Telephone: 206-684-7645
Fax: 206-684-8529
Email: ed.steyh@ci.seattle.wa.us

RFP website - <http://www.ci.seattle.wa.us/util/planning/swcontracts/>

- 1. Letter of Intent (*required*)** - Proposers must submit a Letter of Intent by November 24, 1998. A sample Letter of Intent is available on the RFP website or from the Project Manager. All firms that submit a Letter of Intent will receive an electronic disk with detailed customer information, all addenda, and any additional information sent to potential Proposers.
- 2. Proposers' Questions to the City (*optional*)** - Proposers may submit questions and clarification requests in writing to the Project Manager. All questions and responses will be listed on the RFP web site. All questions received by November 13, 1998 will be circulated with responses at the Proposers' Conference. The City will also respond to questions of general interest at the conference.

Questions will continue to be accepted by the City up to December 11, 1998. Responses to all questions will be distributed to all parties submitting a Letter of Intent, without identifying the party submitting the questions.

Proposers may discuss matters of compliance concerning the City's Equal Opportunity/Affirmative Action Ordinance or its Women's and Minority Business Enterprise Ordinance with the City's Executive Services Department, 700 - 3rd Avenue, 9th Floor, Seattle, WA. 98104 (Phone: (206) 684-0453).

All questions and clarification requests should be made to the Project Manager. Unless authorized by the Project Manager, no other City official or employee is empowered to speak for the City with respect to this RFP. Proposers who contact other City officials or employees in regard to this RFP may be disqualified.

3. **Proposers' Conference (*optional*)** - The City will hold a Proposers' Conference on November 20, 1998, from 1:30 - 5:00 p.m. at Seattle Center in Conference Room H of the Center House.
4. **Service Area Visits (*optional*)** - Proposers may visit the collection areas and transfer facilities and identify customer structures. Proposers must initiate their own inspections and research. Proposers must contact the project manager to schedule visits to the City's transfer facilities.

B. Submitting Proposals

All submitted Proposals are required to cover the collection of garbage, yard waste, recyclables and food waste. Optional Proposals can be submitted for an offer to collect, process and market yard waste, recyclables and at the City's option to collect, process and market food waste.

1. **Deadline** - All Proposals, with all required copies, must be received by the Project Manager, Ed Steyh, at the address listed above, on or before **2:00 p.m. on January 29, 1999**.
2. **Copies** - Proposers will compile and submit one signed original plus 15 collated copies of their Proposal. Please use recycled paper and double sided printing. You may make a machine reproduction of any forms - *from the original hard copies* - and submit the reproduced forms with your Proposal. Forms that are downloaded on-line by proposers will *not* be accepted. All price forms must be on green paper and forms for Alternative Proposals must be submitted on yellow paper.
3. **Format** - Proposals must respond to all required and relevant questions (see **Chapter VI - Proposal Questions**) and complete all required and relevant forms (see **Chapter VII - Proposal Forms**). Proposers will list each evaluation question before the corresponding response and maintain the order and numbering of the questions from the RFP. Completed forms should be included at the end of each relevant section, as described below. **All proposals must be clearly organized and labeled in seven separate sections:**

Section 1. Summary

In Section 1 of the Proposal, Proposers will briefly outline:

- the strengths of Proposer,
- the Base Service Proposal,
- any Alternative Proposals,
- the benefits of the proposed services.

Section 2. Certification

In Section 2, Proposers will complete, sign, and authorize **Form 1 Proposers Commitment** and **Form 2 Surety's Intent**.

Section 3. Background

In Section 3, Proposers will describe ownership, key staff, and past performance, including:

- a) Responses to all background questions in **Chapter VI - Proposal Questions, Section A** and
- b) **Forms 3 and 4** listing a key contact and describing principle staff.

Section 4. Proposed Operations for Base Services

In Section 4, Proposers will describe the relevant proposed operations, equipment, staff and facilities, including:

- a) Responses to all operations questions in **Chapter VI - Proposal Questions, Section B**;
- b) Five versions (one for each collection area) of **Form 5** describing proposed vehicles and operations;
- c) **Forms 6-8** describing proposed facility use (If applicable); and
- d) Five versions (one for each collection area) of **Form 9** describing all subcontracted operations.

Section 5. Proposed Implementation and Customer Relations

In Section 5, Proposers will describe proposed outreach, communication methods, and enforcement, including complete responses to all questions in **Section C of Chapter VI - Proposal Questions**.

Section 6. Proposed Prices for Base Services

In Section 6, Proposers will list all required prices and any desired optional prices, including:

- a) Any narrative required to explain prices;
- b) Five versions (one for each collection area) of **Form 10** with *all* collection prices and any desired processing prices *on green paper*;;
- c) **Form 11** with citywide processing prices (optional) *on green paper*; and
- d) **Form 12** with prices for other services *on green paper*.

Section 7. Proposed Alternatives

In Section 7, Proposers will complete the following components for *each* Alternative Proposal:

- a) Narrative description of the proposed alternative *on yellow paper*;
- b) Complete prices on **Form 10** (with separate versions for different collection areas) and any additional prices and/or narrative to fully explain the proposed costs and savings , *on yellow paper*; and
- c) Responses to any and all questions or forms that would be different from the Base Proposal response *on yellow paper*.

All forms for Alternative Proposals, including prices, will be on *yellow paper*.

Chapter VI - Proposal Questions

The evaluation questions must be answered for all Proposals. The questions were developed to directly support Proposal evaluation and the evaluation criteria. Please read the evaluation criteria to fully understand the City's priorities in evaluating Proposals and selecting a contractor.

This entire set of questions must be completed for your Base Proposal. For any Alternative Proposals, provide new responses when the response would differ from the Base Proposal.

List the question before each answer. An answer to a question may refer to a document or page where the information may be found without repeating it, provided that any document referred to must be submitted with the Proposal. A cross-reference may be made if the answer to one question also appears in an answer to another.

A. Background and Past Performance

The City wishes to enter into a long-term stable relationship with a collection firm that shares the collection principles outlined in **Chapter I - Overview**. Therefore, we are seeking contractors with secure and reliable financial standing, limited past litigation problems, extensive and successful service delivery, state of art equipment and management, high customer and client satisfaction and a strong record of environmental compliance.

1. **Proposer and Surety Commitment** - Complete **Form 1** and **Form 2** acknowledging commitments regarding this proposal and potential ensuing contracts.
2. **Contact information** -- Complete **Form 3** regarding the company and partners.
3. **Key employees** -- Complete **Form 4** with background on key employees for the Proposer and all subcontractors.
4. **Litigation history** -- Explain fully any litigation within the past seven years involving any company, partner, holding company, or subsidiary in this venture, or any corporate officer, including litigation:
 - arising out of performance of a solid waste or recycling collection contract;
 - arising out of performance of a recycling or yard waste processing or marketing contract;
 - arising from or connected with violation of state or federal anti-trust laws; or
 - arising from or connected with allegation of corrupt practices.
5. **Financial strength** -- Attach a balance sheet, income statement and statement of the sources and uses of funds for the most recent operating year for each of the proposing

firms or for the proposing joint venture. *[If the proposing entity is a new joint venture with insufficient history for requisite financial statements, then submit financial statements for each company in the joint venture. If Proposers wish to protect any of these statements from public disclosure, they should clearly label the statements as proprietary.]*

6. Operational experience -- Answer questions a - e below describing your firm's relevant experience. For each questions provide the following detailed information:

- duration of the program;
- collection systems;
- annual tonnage;
- number of structures and units served;
- problems in establishing and providing service;
- experience in implementing changes;
- actions taken to resolve problems;
- experience in providing customer service;
- average daily complaint rate (including missed collections);
- evidence of customer and jurisdiction satisfaction; and
- reference contacts at jurisdiction.

- a) Residential garbage collection from cans and detachable containers.
- b) Residential collection of yard waste (include transfer, processing and marketing of yard waste if Proposal includes this aspect).
- c) Residential collection of recyclable materials from single-family structures (curb/alley collection) and multi-family structures (include transfer, processing and marketing of recyclables if Proposal includes this aspect).
- d) Residential collection of food waste (include transfer, processing and marketing of food waste if Proposal includes this aspect).
- e) Collection of residential and/or commercial garbage as a contract collection firm.

7. Commercial experience -- The City is presently negotiating collection contracts with the two collection firms providing commercial garbage collection in the City. If these negotiations are not successful the City may negotiate for commercial garbage collection with the successful Proposers for this Contract. Provide the relevant bulleted information requested in question 6 above, for each of the following services:

- a) Experience collecting commercial garbage from cans, detachable containers and roll-offs.
- b) Experience collecting commercial construction, demolition and land clearing waste.

- c) Experience providing customer service and billing services to commercial customers.
- d) Experience with collecting pre-consumer vegetative food waste from commercial customers.
- e) Measures and equipment used to reduce collection noise impacts, especially during nighttime hours.

- 8. Database experience** -- The City is committed to establishing a two-way electronic system for transferring information with Contractors regarding service complaints, changes in garbage service levels, delivery of recycling and garbage containers, extra garbage and yard waste information, etc. Therefore, describe financial, database and electronic communication systems used to support collection operations including a description of the hardware, operating system(s), and software. Indicate whether or not information is currently transferred electronically to and from these systems, and how that transfer is performed.
- 9. Environmental performance** -- The City desires to partner with a contractor that has a strong environmental record and that has experience in solving environmental issues in a timely manner. Therefore, describe any regulatory complaints or violations related to your solid waste operations received within the last seven years. Provide evidence of successful mitigation of environmental and community impacts from your solid waste operations.

B. Operations

The City seeks innovative and responsive Proposals that improve system efficiency, keep costs down, allow flexible and increased access to services, meet customer needs, reduce impacts on public and environmental health, and provide long-term service stability.

Collection

1. Garbage collection from cans

- a) Describe proposed collection vehicles and procedures for collecting garbage (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing estimated number of routes.
- c) Describe the style and brand of initial and replacement garbage cans (20, 32, 60, and 90-gallon). State the percent of recycled content in the cans.
- d) List your experience with this type of collection system including collection from micro (12 gallon) cans

2. Garbage collection from detachable containers

- a) Describe proposed collection vehicles and procedures for collections from detachable containers (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing the estimated number of routes.
- c) List your experience with this type of collection system.

3. Yard waste collection

- a) Describe proposed collection vehicles and procedures for collecting yard waste (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing the estimated number of routes.
- c) During the course of the present contract there have been occasional problems with individual collectors collecting contaminated yard waste. How would you prevent contamination (such as plastics) from being collected with yard waste?
- d) List your experience with this type of collection system.

4. Curb/alley recycling collection

- a) Describe proposed collection vehicles and procedures for collecting recyclables (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing number of routes.
- c) Describe the style and brand of collection containers you will use, including:
 - number necessary to perform the service;
 - the style, brand and size of containers;
 - percent of recycled content in the containers;
 - minimum space your collection containers require; and
 - volume of material they will hold.
- d) During the course of the present contract there have been occasional problems with individual collectors collecting contaminated recyclable materials. How would you prevent contamination from being collected with recyclables?
- e) List your experience with this type of collection system.

5. Centralized apartment recycling

- a) Describe proposed collection vehicles and procedures for collecting recyclables from multi-family structures (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing the estimated number of routes.
- c) During the course of the present contract there have been occasional problems with individual collectors collecting contaminated recyclable materials. How would you prevent contamination from being collected with recyclables?
- d) List your experience with this type of collection system.

6. Flexible customer allocation -- Historically, structures with one to four units have received curb/alley recycling collection and structures with five and more units have received centralized apartment recycling collection. New Contractors will provide of curb/alley containers to all residents with garbage can service. Contractor will then be allowed to provide the types of services to residential structures that are most appropriate for each situation. How would you identify the buildings that should receive a change in service and notify the residents or building owner of any changes?

7. Food waste collection

- a) Describe proposed collection vehicles and procedures for collecting food waste (include photographs and the make, model, chassis, and age range of proposed fleet).
- b) Complete **Form 5** describing the estimated number of routes.
- c) Describe collection containers you will use, including:
 - the style, brand and size of containers;
 - percent of recycled content in the containers;
 - minimum space your collection containers require; and
 - volume of material they will hold.
- d) Food waste tends to be more liquid than mixed garbage. Describe any special measures you would take to prevent leakage from collection vehicles.
- e) How would you prevent contamination (such as, bottles, cans and plastics) from being collected with food waste?
- f) List past experience with this type of collection system.

8. Collection staff training -- What are your minimum training and experience requirements for collection personnel? Describe your safety training program.

- 9. Collection procedures enforcement** -- The contract specifications place particular emphasis on the manner in which material is collected, including placing lids back on or in containers and putting containers back where they were placed before collection in a neat and orderly manner, after they are emptied. Please describe the training and corrective measures you will employ with collection personnel to ensure that containers are not abused and are replaced properly. What tracking or monitoring mechanism will you use to ensure that collection personnel are following proper procedures?
- 10. Enforcing service levels and extras** -- Please provide us with a detailed description of monitoring procedures you would use to ensure that your collection personnel are collecting the right subscription level from each household, as well as correctly recording excess garbage and yard waste. What follow-up steps would you take with individual collection personnel who are found not monitoring correctly, or who do not have current subscription information?
- 11. Environmental and neighborhood impacts** -- The City is interested in ensuring that the environmental and neighborhood impacts of collection are minimized. Specific concerns include traffic, noise, odor and other air quality impacts. Please describe how these impacts will be mitigated, and any other strategies for protecting environmental quality, such as clean fuels, etc.
- 12. Collection facilities** -- Describe the facilities where you propose to site and maintain your vehicles, store container inventories, and perform any other functions (e.g., administration and billing) to support your garbage, yard waste, and recycling collection operations. Please provide location(s) and describe the surrounding neighborhood(s), and indicate the status of any permits that these facilities require from the City and/or other regulatory agencies. Summarize any correspondence from regulatory agencies relating to your facilities or operations. Have your facilities been found in violation of any permits or other regulatory requirements? If so, what was the permit or regulatory infraction and how was it resolved?

Transfer

Base Proposals do not need to include transfer of materials. However, if any Proposal includes transfer, then answer the following questions. All Proposers must indicate on **Form 5** the percent of garbage to be delivered to the North Recycling and Disposal Station.

- 13. Garbage transfer** -- Describe fully the proposed transfer system (only for Alternative Proposals).
- 14. Yard waste transfer** -- Describe fully the proposed transfer systems (only for Alternative Proposals).
- 15. Recycling transfer** -- Describe fully the proposed transfer systems (if proposing recyclables transfer).

16. Food waste transfer -- Describe fully the proposed transfer systems (if proposing food waste transfer).

Processing and Marketing

Proposals do not need to include processing and marketing of materials. However, if a Proposal includes processing and marketing of yard waste, recycling or food waste, please answer the following questions. Processing Proposals must include marketing of material.

The City wishes to partner with a contractor which is committed to minimizing environmental impacts. These questions are meant to gauge the environmental and community impacts of any proposed processing facilities.

17. Yard waste processing facility

- a) Describe your proposed processing facilities, methods and operations.
- b) Complete **Form 6** describing current and anticipated future facility flow.
- c) Identify key personnel that will be committed to facility management and their experience with organics processing.
- d) Describe past operating experience with the processing method you would use for handling yard waste received under a City contract. Include location, length of time facility has been in operation, feedstocks and tonnages received, and evidence of successful product marketing.

18. Yard waste facility impacts and mitigation

- a) What types and magnitudes of impacts do you anticipate from your facility and how would you mitigate them?
- b) Specifically, what are your strategies for reducing environmental impacts such as odor, noise, leachate, traffic and pests?
- c) Describe specific arrangements for back-up handling of material in the event of excess peakloads, site problems, etc.
- d) Include a site plan and a map of the facility and surrounding area showing zoning and the location of nearby residences, hospitals, schools or other potentially sensitive uses.

- e) Provide evidence of neighborhood/community acceptance of facility. Evidence of acceptance could include actions you have taken to communicate with the neighborhood/community and steps taken to address any neighborhood concerns. It could also include letters of support from community organizations.
- f) Identify and explain any regulatory complaints or violations at this facility. How did you resolve these complaints or violations? What was the time frame it took to resolve the complaints or violations?

19. Yard waste permitting

- a) If this is an existing facility, provide copies of existing SEPA documentation, building permits, and health department operating permits, and any other permits, environmental review or approvals required and their status. Document that your operations are in compliance with all existing permits.
- b) If this is a new proposed facility, provide your anticipated schedule for submitting and receiving approval for SEPA documentation, building permits, health department operating permits and any other permits or approvals required.

20. Recyclable materials processing facility

- a) Describe your proposed processing facilities, methods and operations.
- b) Complete **Form 7** describing material quantities and flow

21. Recycling Facility impacts and mitigation

- a) What types and magnitudes of impacts do you anticipate from your facility and how would you mitigate them?
- b) Specifically, what are your strategies for reducing environmental impacts such as noise, odor and dust?
- c) Include a map of the facility and surrounding area showing zoning and the location of nearby residences, hospitals, schools or other potentially sensitive uses.
- d) Provide evidence of neighborhood/community acceptance of facility. Evidence of acceptance could include actions you have taken to communicate with the neighborhood/community and steps taken to address any neighborhood concerns. It could also include letters of support from community organizations.
- e) Identify and explain any regulatory complaints or violations at this facility. How did you resolve these complaints or violations? What was the time frame it took to resolve the complaints or violations?

22. Recycling facility permitting

- a) If this is an existing facility, provide copies of existing SEPA documentation, building permits, and health department operating permits, and any other permits, environmental review or approvals required and their status. Document that your operations are in compliance with all existing permits.
- b) If this is a new proposed facility, provide your anticipated schedule for submitting and receiving approval for SEPA documentation, building permits, health department operating permits and any other permits or approvals required.

23. Food waste composting facility

- a) Describe your proposed processing facilities, methods and operations (include hours of operation and processing capability per hour).
- b) Complete **Form 8** describing material quantities and flow.

24. Food Waste facility impacts and mitigation

- a) What types and magnitudes of impacts do you anticipate from your facility and how would you mitigate them?
- b) Specifically, what are your strategies for reducing environmental impacts such as odor, noise, leachate, traffic and pests?
- c) Describe specific arrangements for back-up handling of material in the event of excess flow, site problems, etc.
- d) Include a site plan and a map of the facility and surrounding area showing zoning and the location of nearby residences, hospitals, schools or other potentially sensitive uses.
- e) Provide evidence of neighborhood/community acceptance of facility. Evidence of acceptance could include actions you have taken to communicate with the neighborhood/community and steps taken to address any neighborhood concerns. It could also include letters of support from community organizations.
- f) Identify and explain any regulatory complaints or violations at this facility. How did you resolve these complaints or violations? What was the time frame it took to resolve the complaints or violations?

25. Food waste facility permitting

- a) If this is an existing facility, provide copies of existing SEPA documentation, building permits, and health department operating permits, and any other permits, environmental review or approvals required and their status. Document that your operations are in compliance with all existing permits.

- b) If this is a new proposed facility, provide your anticipated schedule for submitting and receiving approval for SEPA documentation, building permits, health department operating permits and any other permits or approvals required.

26. Food Waste Processing Financial Assistance -- The City may contribute up to \$250,000 to help in siting and/or operating a food waste composting facility. If such funds were available, how would you allocate them?

27. Marketing plans -- Describe your past experience and your proposed marketing plans of finished products for:

- a) yard waste;
- b) each recyclable material; and
- c) food waste.

Employment Practices

28. Equal opportunity efforts -- Presently there are no female garbage, yard waste or recycling collection workers performing work on the City contracts. Current City policy calls for contractors to make a good faith effort to hire female collection workers. Please include an estimate of the number of females you expect to hire, the percentage of female hires in relation to total number of employees, and a discussion of how you expect to hire and retain these female employees. Include in your response examples of documentation you will provide to the Executive Services Department, Contract Compliance Section showing evidence of the good faith efforts you have made.

29. Safety -- Describe the safety and training plans at all facilities?

Subcontractor Operations

30. Subcontractors -- A City goal on this contract is to have participation by small businesses, minority business enterprises (18% of total contract), and women's business enterprises (9% of total contract). Please complete **Form 9**, listing each subcontractor, the work to be performed on the Contract, and the dollar amount of the work.

C. Customer Implementation, Outreach and Relations

The City seeks Proposals that would proactively address and minimize customer confusion and complaints in both the short- and long-term.

Coordination of Implementation

Minimizing disruptions and changes in collection services during implementation (for any existing waste streams affected) is of paramount importance in this transition. Your

responses below should address your strategies for minimizing customer concerns and confusion.

- 1. Initial containers and collection schedule** -- Describe the your proposed process for providing containers, changing collection frequencies, and changing the days of collection for all services. Describe the stages and timeline for these changes, including any arrangements necessary with the existing contractor. Describe proposed strategies for minimizing changes in containers and collection days from the current contracts.
- 2. Centralized apartment recycling containers** -- Presently Nuts 'n' Bolts Recycling and West Seattle Recycling, under City contract, provide apartment recycling collection services throughout the City. The recycling collection system and containers they use will not continue under the new contracts. How will you ensure that the buildings they presently serve have a smooth transition to the new collection system? How would you inform building owners/managers and building residents of changes in how material is to be prepared? How would you ensure that new apartment containers are located on the premises in a manner satisfactory to the building owner/manager?
- 3. Communication with City** -- It will be extremely important for the contractor to keep the City informed of the status of implementation, any proposed changes to the implementation plan, and to work with City staff in resolving problems. Therefore, describe your Proposal for communicating with City staff to keep them adequately informed of implementation progress, problems, your attempts to solve problems, and to elicit City staff assistance in solving service related problems.

Implementation Public Information

The Contractor is responsible for informing customers of any changes in their collection day; for providing information on how to use containers delivered by the contractor; what materials can and cannot be recycled; how material is to be prepared; collection frequency, and other related information.

- 4. Container labels** -- Describe the information that will be displayed on your containers and how this information will be displayed and maintained. This information should include what materials go into which containers and which do not, collection days, and other information which promotes full customer participation in the collection programs.
- 5. Customer outreach methods** -- The Base Proposal requires that information be provided to affected households via container labels and an information sheet attached to delivered containers. Describe additional methods you would use to inform residents of solid waste collection changes
- 6. Public information staff** -- Describe the qualifications of your Publicity and Education Director including previous experience in working with solid waste collection programs and government organizations. Explain your procedures for submitting public

information material to the City for approval and any approval timelines you would expect the City to meet.

- 7. City outreach** -- Describe your expectations of the City in helping to keep customers informed of changes in the collection services.

Program Participation

- 8. Increasing curb/alley recycling and yard waste diversion** - The City has a goal of diverting 70% of the waste from garbage can customers in 2008 through recycling, yard waste and waste reduction programs. (Current diversion is approximately 60%.) How would your Proposal help the City meet this goal?
- 9. Increasing apartment and condominium participation and diversion** -- The City has a goal of increasing participation in the centralized apartment recycling program to 80% by year 2000 and increasing diversion from garbage detachable container customers to 37% by 2008. (Current participation is approximately 50% with diversion of 18%). What measures do you propose to take to increase awareness, reduce owner concerns, and increase participation and diversion?

On-Going Customer Relations

- 10. Repeat complaint enforcement** -- The City plans to charge contractors for each complaint received by the City. The amount we are proposing to bill per complaint is based on the present rate of 1 complaint per 1,000 collections. However, repeat complaints, or complaints not resolved in a timely manner are of special concern. Therefore, please propose contract language which could include increased penalties for repeat complaints.
- 11. Customer communication** -- Describe the procedures you would use and the information you would provide in addressing customer problems, such as contamination or overweight containers, at a particular service location?
- 12. Customer & driver disputes** -- Occasionally there are disputes between collection drivers and the public. What kind of training do you provide your collection personnel to avoid these types of problems? What disciplinary measures will you take if your collection personnel are rude or abusive toward the public?

D. Price Proposals

The City seeks Proposals that will provide the lowest overall system costs, including both payments to contractor and the city's own operational and capital expenses.

1. For Base Proposals, provide all required prices and any optional prices that are desired on **Forms 10, 11 and 12**.
2. For Alternative Proposals, provide relevant prices on **Form 10** and any additional prices and/or narrative to fully explain the proposed costs and savings.

Chapter VII - Proposal Forms

Proposers should organize all completed forms in the format outlined in **Chapter V, Section B Submitting Proposals**. Form 5 Collection Operations and Form 10 Service Prices will need to be duplicated and completed separately for each of the five collection areas as needed.

Proposers must complete all required and applicable forms for their Base Proposal:

Certification forms include *(signature and authorization required)*:

- Form 1 Proposer Commitment*(required) and*
- Form 2 Surety Intent *(required)*.

Background forms include:

- Form 3 Proposal Contact *(required) and*
- Form 4 Principal Staff *(required)*.

Operations forms include:

- Form 5 Collection Operations *(required for each collection area)*;
- Form 6 Yard Waste Facility *(if proposing processing)*;
- Form 7 Recycling Facility *(if proposing processing)*;
- Form 8 Food Waste Facility*(if proposing processing); and*
- Form 9 Subcontracted Operations *(required for each collection area)*.

Price forms include:

- Form 10 Service Prices *(required for each collection area)*;
- Form 11 Citywide Processing Prices *(optional); and*
- Form 12 Other Service Prices *(required)*.

For Alternative Proposals, Proposers must complete separate versions of Form 10 Service Prices and any Operations forms that would have different responses than the Base Proposal.

A. Certification Forms

Both certification forms must be completed, signed and authorized. The completed forms should list the Proposer, Alternative (enter “Base”), and collection area (enter “all”) at the top of the forms. These forms only need to be completed once to cover the Base and all Alternative Proposals for all collection areas.

Form 1 Proposer Commitment

In Form 1, the Proposer testifies that they have not participated in any collusion or anti-competitive practices during the preparation and submitting of the Proposal. In addition, the Proposer commits to the operations, prices, and WMBE set-asides set forth in the Proposal and agrees to comply with City and State human rights provisions. The Proposer also acknowledges receipt of all addenda by including each addenda number on Form 1.

Proposals by corporations shall be executed in the corporate name by the president or a vice president authorized to sign, and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address shall be shown below the signature. All names shall be typed or printed below the signature(s).

Proposals by partnerships shall include the official business address of the partnership, and the state of organization shall be shown below the signature. Proposals by a joint venture shall be similarly executed by all joint venture partners.

Form 2 Surety Intent

Form 2 must be completed, signed, and authorized by the company that will provide the required bonds to the Proposer. The surety testifies that the bonds will be issued if the contract is awarded to the Proposer.

Form 1 Proposer Commitment *(required)*

STATE OF)
)SS.
COUNTY OF)

I, _____ of the City of _____, in the County of _____ and State of _____, of full age, being duly sworn on oath depose and say that:

I am _____ of the firm of _____, the Proposer making the Proposal for Residential Solid Waste Services, and that I executed the said Proposal with full authority so to do; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Services; that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the City of Seattle relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding Contracts for the said Services.

I understand the Proposal requirements and the contract specifications and has based its Proposal on the provisions and specifications detailed in this Request for Proposals.

I will comply with human rights and discrimination provisions of the Seattle Municipal Code (SMC), including SMC Ch 20.44 (City Contracts - Prevention of Discrimination) and SMC Ch 14.04 (Fair Employment Practices), and the Regulatory Code of Washington (RCW), including RCW Ch 49.60 (Discrimination - Human Rights Commission).

I agree to fulfill the WMBE set-asides set forth in this Proposal.

I have submitted all Proposal Forms which are incorporated into this Proposal by this reference.

I further certify :

- a: that neither the Proposer nor any member of the Proposer's team is currently suspended or debarred from doing business with any government entity;
- b: that the Proposer has reviewed all of its engagements and pending engagements and that, in making this Proposal, no potential for conflict of interest or unfair advantage exists;
- c: that the information supplied by the Proposer in this Proposal is current, truthful and complete;

Having carefully examined the Project Documents comprising the RFP and all other documents bound therewith, together with all Addenda thereto, all information made available by the City, and being familiar with the work and the various conditions affecting the work, the undersigned hereby offers to furnish all labor, vehicles, facilities, equipment, supplies and things necessary or proper or incidental to the contract operations as required by and in strict accordance with the applicable provisions of this RFP and of all Addenda issued by the City.

Proposer_____

Alternative_____

Collection Area_____

I acknowledge receipt of addenda:

Addenda No.

Addenda date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

(Signature of Proposer)

Note: If this Proposal is being **submitted by a corporation**, the Proposal shall be executed in the corporate name by the president or other corporate officer, and the corporate seal shall be affixed and attested to by the clerk. A certificate of the clerk of the corporation evidencing the officer's authority to execute the Proposal shall be attached. If this Proposal is being **submitted by a joint venture**, it shall be executed by all joint venture Partners, and any partner that is a corporation shall follow the requirements for execution by a corporation as set forth above.

(NOTARY PUBLIC)

State of _____

County of _____

On this _____ day of _____, 19____, before me appeared _____, personally known to me to be the person described in and who executed this _____ and acknowledged that (she/he) signed the same freely and voluntarily for the uses and purposes therein described.

In witness whereof, I have hereunto set my hand and affixed my official seal the day and year last written above.

Notary Public in and for the state of Washington

(seal)

(Name printed)

Residing at _____

My appointment expires _____

Proposer_____

Alternative_____

Collection Area_____

Form 2 Surety Intent (required)

TO: CITY OF SEATTLE

We have reviewed the Proposal of _____
(Contractor)
of _____
(Address)

for the following contract:

CITY OF SEATTLE
Residential Solid Waste Services

We understand that Proposals will be received until _____ on _____, 199____, and wish to advise that should this Proposal be accepted and the Contract awarded to the Contractor listed above, it is our present intention to become surety on the Performance bond required by the Contract.

Any arrangement for the Bonds required by the Contract is a matter between the contractor and ourselves and we assume no liability to the owner or third parties if for any reason we do not execute the requisite bonds.

We are duly licensed to do business in the State of Washington.

Dated:_____ By: _____
(Name of Surety)

(Name of Signatory) (Title)

(Seal) _____(signature)

B. Background Forms

Proposers must complete both background forms. The completed forms should list the Proposer, Alternative (enter “Base”), and collection area (enter “all”) at the top of the forms. These forms only need to be completed once to cover the Base and all Alternative Proposals for all collection areas.

Form 3 Proposal Contact *(required)*

Form 3 lists the home office and local addresses of the Proposer, the primary contact person for communications with the City during the Proposal selection process, and the partners and subcontractors in the Proposal.

Form 4 Principal Staff *(required)*

Form 6 identifies the principal officers and relevant managers of the Proposer and any partners or subcontractors in this Proposal. The principal staff should also include additional partners or subcontractors that are involved in Alternative Proposals. Proposers should attach resumes for all principal staff and graphical representation of interrelationships between team members.

Form 3 Proposal Contact (required)**a) Company:**_____

Home office address:_____

City:_____ State:_____ Zip:_____

Washington address (if any): _____

City:_____ State:_____ Zip:_____

b) Contact person for this Proposal:

Name:_____ Phone:_____

Title: _____ Fax:_____

Address: _____ Email:_____

City:_____ State:_____ Zip:_____

c) Partners and major subcontracting companiesInformation on subcontractors must also be provided on **Form 9 Subcontracted Operations**.

Company _____

Owner _____

Phone:_____

Role in proposed contract_____

Company _____

Owner _____

Phone:_____

Role in proposed contract_____

|Company _____

Owner _____

Phone:_____

Role in proposed contract_____

Company _____

Owner _____

Phone:_____

Role in proposed contract_____

Company _____

Owner _____

Phone:_____

Role in proposed contract_____

Proposer_____

Alternative_____

Collection Area_____

Form 4 Principal Staff (required)**a. Proposer**

Principal officers

Title

Principal individuals responsible
for implementation in Seattle.

Title

[Attach resumes for all listed staff.]**b) Partners and subcontractors**

Principal officers

Title

Company

Principal individuals responsible
for implementation in Seattle.

Title

Company

[Attach resumes for all listed staff.]***Attach an organization chart or other means of explaining the interrelationships
between the team members.***

Proposer_____

Alternative_____

Collection Area_____

C. Operations Forms

Proposers must describe collection operations for each collection area in Form 5, all facilities related to proposed processing in Forms 6-8, and all proposed partners and subcontractors in Form 9. The top of each form should contain the Proposer, Alternative, and collection area.

Form 5 Collection Operations (*required*)

The Proposer must complete five versions of this form - *one version for each of the five collection areas*:

- Area 1 North Seattle,
- Area 2 Central Seattle,
- Area 3 South Seattle,
- Area 4 North and Central Seattle (Area 1 & 2), and
- Area 5 South and Central Seattle (Area 2 & 3).

Additional collection operations forms should be completed for all Alternative Proposals. The top of each form should include the Proposer, Alternative (enter "Base" for Base Services), and collection area. Clearly note where trucks are used for more than one waste stream or collection area. Proposer should provide detailed descriptions of collection vehicles and procedures in responses to the questions in **Chapter VI, Section B**.

Form 6 Yard Waste Facility (*if proposing processing*)

The Proposer should complete this form for each collection area or combinations that are proposed for processing and for each facility that is proposed. The top of each form should include the Proposer, Alternative (enter "Base" for Base Services), and collection area.

Form 7 Recycling Facility (*if proposing processing*)

The Proposer should complete this form for each collection area or combination of collection areas that are proposed and for each facility that is proposed. The top of each form should include the Proposer, Alternative (enter "Base" for Base Services), and collection area.

Form 8 Food Waste Facility (*if proposing processing*)

The Proposer should complete this form for each collection area or combinations that are proposed for processing and for each facility that is proposed. The top of each form should include the Proposer, Alternative (enter "Base" for Base Services), and collection area.

Form 9 Subcontracted Operations (*required*)

The Proposer must complete five versions of this form - *one version for each of the five collection areas*. Principal Staff of subcontractors must be listed in Form 4.

Form 5: Proposed Collection Operations (required)**a) Collection without separated food waste**

Trucks & Routes	Garbage		Recycling		Yard Waste
	Cans	Containers	Curb/Alley	Centralized	
Container tipping (front, rear, or side)					
Compartments/ truck					
Staff/truck					
Routes/week					
Structures/route					
Transfer location ¹ : NRDS (% of tons) SRDS (% of tons) Other (% of tons)			NA NA	NA NA	NA

¹For Base Proposal, all garbage is transferred at the City's North Recycling and Disposal Station (NRDS) and/or the City's South Recycling and Disposal Station (SRDS) and all yard waste is delivered to SRDS.

b) Collection with separated food waste

Check only one¹:

co-collect w/ garbage collect w/yard waste collect separately other

Trucks & Routes	Garbage		Recycling		Yard Waste	Food Waste ²
	Cans	Containers	Curb/Alley	Centralized		
Container tipping (front, rear, side)						
Compartments/ truck						
Staff/truck						
Routes/week						
Structures/route						
Transfer location ³ : NRDS (% tons) SRDS (% tons) Other (% tons)			NA NA	NA NA	NA	NA

¹Additional variations of food waste collection can be submitted as Alternative Proposals.

²Complete the "food waste" column **only if collecting food waste separately**.

³For Base Proposal, all garbage is transferred at the City's North Recycling and Disposal Station (NRDS) and/or the City's South Recycling and Disposal Station (SRDS) and all yard waste is delivered to SRDS.

Proposer_____

Alternative_____

Collection Area_____

Form 6 Yard Waste Facility (if proposing processing)

Location:_____

Operating company:_____

Materials facility is permitted to accept:

Materials facility is prohibited from accepting:

Projected Feedstocks and Capacity

	2000	2001	2002	2003	2004	2005	2006	2007
Project avg. Daily tons								
Seattle contract (%)								
Other sources (%)								
Peak daily tons (Spring)								
Seattle contract (%)								
Other sources (%)								
Avg. trucks/day								
Feedstock:								
Yard waste (%)								
Wood waste (%)								
Manure (%)								
Biosolids (%)								
Food waste (%)								
Other (%)								
Truck type:								
Long-haul container (%)								
Collection trucks (%)								
Self-haul vehicles (%)								

If facility is not in King, Pierce, or Snohomish Counties:

What will be the long-haul method? _____% trucks _____% trains

What railheads will be used? _____

What are your tonnage limits from Health Department permits?

_____ through what year? _____

What are your facility limitations from SEPA and other environmental review?

_____ through what year? _____

Proposer_____

Alternative_____

Collection Area_____

Form 7 Recycling Facility (if proposing processing)

Location:_____ Operating company: _____

Materials facility is permitted to accept: Materials facility is prohibited from accepting:

_____	_____
_____	_____
_____	_____
_____	_____

Projected Feedstocks and Capacity

	2000	2001	2002	2003	2004	2005	2006	2007
Project avg. daily tons								
Seattle contract (%)								
Other sources (%)								
Avg. trucks/day								
Recyclables source:								
Residential (%)								
Commercial (%)								
Truck type:								
Long-haul container (%)								
Collection trucks (%)								
Self-haul vehicles (%)								

If facility is not in King, Pierce, or Snohomish Counties:

What transfer station(s) will be used? _____

What will be the long-haul method? _____% trucks _____% trains

What railheads will be used? _____

What are your tonnage limits from Health Department permits?

_____ through what year? _____

What are your facility limitations from SEPA and other environmental review?

_____ through what year? _____

Proposer_____

Alternative_____

Collection Area_____

Form 8 Food Waste Facility (if proposing processing)

Location:_____ Operating company: _____

Materials facility is permitted to accept: _____ Materials facility is prohibited from accepting: _____

Projected Feedstocks and Capacity

	2000	2001	2002	2003	2004	2005	2006	2007
Project avg. Daily tons								
Seattle contract (%)								
Other sources (%)								
Peak daily tons (Spring)								
Seattle contract (%)								
Other sources (%)								
Avg. trucks/day								
Food waste source:								
Residential (%)								
Commercial (%)								
Food waste type:								
Vegetative (%)								
Mixed (all types) (%)								
Feedstock:								
Yard waste (%)								
Wood waste (%)								
Manure (%)								
Biosolids (%)								
Food waste (%)								
Other (%)								
Truck type:								
Long-haul container (%)								
Collection trucks (%)								
Self-haul vehicles (%)								

If facility is not in King, Pierce, or Snohomish Counties:

What transfer stations will be used?_____ What railheads? _____

What long-haul method? ____% trucks ____% trains

What are your tonnage limits from Health Department permits?

_____ through what year? _____

What are your are your facility limitations from SEPA and other environmental review?

_____ through what year? _____

Proposer_____

Alternative_____

Collection Area_____

Form 9 Subcontracted Operations - (required)

Company	Type and amount of work be performed	Share of contract
_____	_____	\$_____ %_____
WBE MBE Small	_____	
_____	_____	\$_____ %_____
WBE MBE Small	_____	
_____	_____	\$_____ %_____
WBE MBE Small	_____	
_____	_____	\$_____ %_____
WBE MBE Small	_____	
_____	_____	\$_____ %_____
WBE MBE Small	_____	
_____	_____	\$_____ %_____

Definitions: WBE is a State-Certified Women's Business Enterprise
 MBE is a State-Certified Minority Business Enterprise
 "Small" is a company with up to \$750,000 in gross revenues per year

c) Total subcontracts

Women's Business Enterprises (WBE) _____% total contract amount
 Minority Business Enterprises (MBE) _____% total contract amount

Proposer_____

Alternative_____

Collection Area_____

D. Price Forms

Proposer must complete *all collection prices* on Form 10 for Base Services and all prices for other services on Form 12. At the top of all forms, identify the Proposer, Alternative, and collection area. *All price forms must be submitted on green paper.*

Form 10 Collection and Processing Prices (*required*)

All prices are for the contract base year from April 2000 to March 2001.

For the Base Proposal, identify the Alternative as “Base” and complete five versions of this form - *one version for each of the five collection areas:*

- Area 1 North Seattle,
- Area 2 Central Seattle,
- Area 3 South Seattle,
- Area 4 North and Central Seattle (Area 1 & 2), and
- Area 5 South and Central Seattle (Area 2 & 3).

Garbage, yard waste, and recycling prices must be completed for collection with *and* without separated food waste. The “separate food waste collection” price only needs to be completed if proposing food waste-only trucks (assumes no co-collection or commingled collection).

Additional versions of **Form 10** must be completed for all Alternatives Proposals, along with additional prices and/or narrative that fully explain Proposal costs and savings.

Form 11 Citywide Processing Prices (*optional*)

Form 11 needs to be completed once with the collection area identified as “all”.

Form 12 Other Service Prices (*required*)

Form 12 needs to be completed once with the collection area identified as “all”.

Form 10 Service Prices - (required)**a) COLLECTION PRICES FOR BASE YEAR (4/00 - 3/01)**

Complete ALL PRICES for Base Proposal. These collection prices assume that the Proposer would collect all services in the collection area identified at the top of this page.

Collection prices without separated food waste

Garbage can collection	\$_____ /yr
Garbage can & detachable container collection	\$_____ /yr
Recycling curb/alley & apartment collection	\$_____ /yr
Yard waste collection	\$_____ /yr

Collection prices with separated food waste (Food waste from can customers only.)

Check only one¹:

	co-collect w/ garbage	collect w/yard waste	collect separately	other
Garbage can collection			\$_____ /yr	
Garbage can & detachable container collection			\$_____ /yr	
Yard waste collection			\$_____ /yr	
Recycling curb/alley & apartment collection			\$_____ /yr	
Separate food waste collection ²			\$ ³ _____	

¹Additional variations of food waste collection can be submitted as Alternative Proposals.

²Complete the "Separate food waste" price **only if collecting food waste separately**. (Otherwise, price should be part of the garbage or yard waste price depending on the collection method).

³Proposer must propose terms of a price for separate food waste collection.

b. PROCESSING PRICES FOR BASE YEAR (4/00 - 3/01)

All Prices are Optional. These processing prices assume that the Proposer would also conduct all collection services in the collection area identified at the top of this page. Additional processing-only prices can be proposed on Form 11.

Processing without food waste (negative price indicates Proposer pays City)

Processing recyclables from this collection area	\$_____ /ton
Processing recyclables from other collection areas	\$_____ /ton
Processing yard waste from this collection area	\$_____ /ton
Processing yard waste from other collection areas	\$_____ /ton

The City will transport yard waste from the City transfer station to the processing facility.

Processing with food waste (negative price indicates Proposer pays City)

Processing separate food waste from this collection area	\$_____ /ton
Processing separate food waste from other collection areas	\$_____ /ton
Processing mixed food and yard waste from this collection area	\$_____ /ton
Processing mixed food and yard waste from other collection areas	\$_____ /ton
Processing yard waste from this collection area	\$_____ /ton
Processing yard waste from other collection areas	\$_____ /ton

Proposer initials _____

Proposer_____

Alternative_____

Collection Area_____

Proposer_____

Alternative_____

Collection Area_____

Form 11 Citywide Processing Prices (optional)

These prices assume processing of a waste stream from all residents, with or without a collection contract.

Processing **all recyclables** \$_____/ton

Processing **all yard waste** \$_____/ton

Processing **all separated food waste** \$_____/ton

Processing **all mixed food and yard waste** \$_____/ton

(The City will transport yard waste from the City transfer station to the processing facility.)

Proposer initials _____

Proposer_____

Alternative_____

Collection Area_____

Proposer_____

Alternative_____

Collection Area_____

Form 12 Other Service Prices (required)

Bulky items pick-up \$_____/item

White goods pick-up \$_____/item

Container or can delivery beginning 10/1/00 \$_____/delivery

(Delivery prices are for all garbage and recycling containers. The City supplies the Contractor with micro garbage cans and all containers for centralized apartment recycling.)

Proposer initials _____

Proposer_____

Alternative_____

Collection Area_____